

Pellissippi State Community College
Master Syllabus

CULINARY INTERNSHIP
CULN 2500

Internship/Work Hours: 400
Lab Hours: 0
Credit Hours: 3.0
Revised: Fall 2011

Coordinator:
Office:
Phone:
Email:

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

This course is a supervised work experience in the culinary field requiring a minimum of 400 work hours. Work activities can range from entry-level to professional cooking. Individual conferences are arranged instead of class attendance.

Prerequisites:

Completion of 15 hours of CULN courses, **with a minimum 2.5 GPA in CULN courses and at least a 2.0 cumulative GPA**; pursuit of an A.A.S. degree as a Culinary Arts major; a completed internship application submitted to the Coordinator of BCT internships prior to the beginning of the enrolled term. Application and instructions are available on the Web:
www.pstcc.edu/departments/bctpi

Textbooks and Other Supplies:

None required. Handouts will be provided.

I. WEEK/UNIT/TOPIC BASIS: (see Evaluation)

Internship Policies: The intern and the employing supervisor will determine a work schedule to assure a minimum of 400 working hours. These hours must be completed with ONE employer. Students will be paid the prevailing wage scale for this practical field experience and should be placed under worker's compensation. The intern is expected to observe all standards of legal ethics and confidentiality and comply with all of the employer's business policies.

II. COURSE GOALS:

This course will:

- A. Expand student knowledge by providing a working understanding of the various duties expected of a culinary employee in the hospitality industry. (I, II, VII, VIII)
- B. Expand student learning by exposing the student to the numerous positional jobs available in the culinary field. (I, III, V, VII, VIII)
- C. Extend student knowledge by providing opportunities for the student to professionally perform in the kitchen environment. (I, VIII)
- D. Extend student learning by demonstrating how the line-level jobs combine with the various management functions and techniques to form the totally successful culinary experience. (I, II, III, IV, VII, VIII)

III. EXPECTED STUDENT LEARNING OUTCOMES:

The student should be able to:

1. Describe the various duties of the different line-level cooking jobs at the host establishment. (A, B, C)
2. Describe the relationship of the line-level positions to each other and how they relate to other areas of the business and to the satisfaction of the customer. (A, B, C, D)
3. Organize work properly for the purpose of attaining efficient and effective skills for the line-level positions. (A, B, D)
4. Describe the relationship of each functional managerial position at the host property. (A, B, E, F)
5. Explain the different and common goals associated with the various functional areas of management. (A, B, E, F)
6. Effectively plan a duty schedule for any line-level position at the hospitality property. (A, B, C, E)

V. EVALUATION:

A. Testing Procedures: N/A

B. Laboratory Expectations: N/A

C. Field Work: N/A

D. Other Evaluation Methods:

1. **The grade for the internship is Pass/No-Pass.** The course grade will be determined primarily on the basis of the supervisor's evaluation, verified work hours, the student evaluation, and a site visit by the Internship Coordinator. Also important in assessing the grade is the initiative shown by the student to get required paperwork submitted on time, including: application, resume, transcript, agreement, training plan, work diary, and the above-mentioned reports.
2. The student is responsible for enrolling in the course and paying all fees, scheduling an initial interview with the Internship Coordinator prior to the beginning of the enrolled term, and bringing to the interview all completed paperwork including: application, resume, and transcript.
3. The student will notify the Internship Coordinator at the Culinary Institute immediately upon accepting a position which is to serve as his/her internship. In addition, the student will provide employer information [such as supervisor's name, title, phone, email, fax) to the Internship Coordinator as soon as possible so the employer can be contacted and the job approved for the internship.
4. The Agreement form and Training Plan (two forms which will be provided) will be returned to the Coordinator within the first two weeks of the term or within two weeks of becoming employed.
5. In order to stay in contact with the Coordinator, interns are expected to check student email accounts and personal accounts (if those have been provided) on a regular basis

throughout the semester and reply to emails. Progress conferences with the Internship Coordinator may be scheduled at any time during the semester on an “as needed” basis. **Notify Coordinator immediately if phone numbers or emails change during the internship.**

6. Hours worked must be verified by the employer using either (1) time sheets signed by both the intern and the supervisor, or (2) copies of official pay stubs which show hours. Total of 400 hours are required for the internship. All required hours must be completed with ONE employer. This documentation must be submitted to the Coordinator by the last day of the enrolled term.
7. The intern should regularly review the syllabus and all applicable forms to assure all requirements are being met.
8. The intern is responsible for contacting the Internship Coordinator to arrange a site visit to the intern’s workplace sometime prior to the completion of the required hours.
9. The intern’s work supervisor will submit a final evaluation of the student (form will be provided) upon the completion of 400 hours or prior to the last day of the term.
10. The intern will submit a student evaluation to the Internship Coordinator describing and evaluating the internship work experience.
11. Tardiness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in the failure of this course.

VI. POLICIES:

A. Attendance Policy:

Pellissippi State Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. (*Pellissippi State Online Catalog*)

Maintaining continuous attendance in your classes is very important. If you are considering dropping or withdrawing from a course, please check with the Financial Aid Office before doing so. Dropping or withdrawing from a class can adversely affect your financial aid and/or lottery eligibility.

B. Academic Dishonesty:

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State Online Catalog*)

C. Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State Online Catalog*)

D. Accommodation for Disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office.

Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course.

Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at www.pstcc.edu/departments/swd/.